

**161st AIR REFUELING WING DRILL STATUS ENLISTED  
VACANCY ANNOUNCEMENT**

***Position: 9G – Group Superintendent***

***CLOSING DATE: 22 August 2018***

***SELECTION DATE: September***

**AREA OF CONSIDERATION:** This position is open to nationwide applicants. Applicants must be a current member of the Air National Guard and able to obtain membership in the Arizona Air National Guard. Please note that all interviews will be in person.

**UNIT: 161st Mission Support Group      AFSC: 9G100      Auth Grade: E-9/CMSgt**

**POSITION DESCRIPTION:**

The Group Superintendent provides leadership and management in organizing, equipping, and training assigned personnel in subordinate squadrons to support the Air and Space Expeditionary Force construct. Manages and directs personnel resource activities. Interprets and enforces policies and applicable directives. Establishes control procedures to meet mission goals and standards. Recommends or initiates actions to improve organizational operation efficiency. Resolves issues between subordinate squadrons, other groups, wing staff, and outside agencies. Serves as liaison between the group staff and squadron superintendents overseeing mission support efforts for the 161<sup>st</sup> Air Refueling Wing.

The following elements are considered essential for successful performance in this position.

- Ability to supervise subordinates which includes: developing and administering standards, appraisals and training plans, and directing/prioritizing tasks.
- Knowledge in directives and procedures in the following areas: Personnel, Airman Development, and Administrative/Non-Judicial/Judicial rehabilitation and/or punishment
- Ability to read, understand, interpret and administer Air Force Instructions (AFIs), laws, and directives.
- Ability to effectively communicate both orally and in writing with all levels of personnel to include National Guard Bureau.
- Ability to effectively lead personnel.
- Ability to independently identify weaknesses and develop solutions that are effectively implemented with successful results.

**PREREQUISITES:**

- Must have a minimum PULHES of 333333 and be able to lift a minimum of 40 lbs
- Meet ANG fitness standards IAW AFI 36-2905 with a score of 75 or above
- Possess or be able to obtain a **SECRET** security clearance
- Minimum grade is E8
  - *Note: E8 applicants must be considered "immediately promotable" to E9 with required TIG (2 Years), PME (SNCOA), and mandatory education requirements (CCAF or Associates Degree or Higher) at time of application*
- Since this position will be considered a controlled tour (i.e not to exceed 3 years), applicants must have 18 years or more of Satisfactory Service at time of application

**APPLICATION PROCEDURES:**

Applicants may apply for this position by submitting the following package:

- Resume cover letter
- Resume (Resume should include chronological listing of all military service and applicable civilian experience. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties)
- Current Report of Individual Person (RIP)
- Point Credit Summary (PCARS) from vMPF
- Current Report of Individual Fitness
- Three verifiable references
- Unit Commander Letter of Recommendation
- *If not a member of the 161st Air Refueling Wing:* Memorandum from Wing Commander (endorsed by JFHQ, if required) agreeing to the release/transfer to AZ if applicant is selected

Submit your application package over e-mail to Colonel David Ciesielski at david.j.ciesielski.mil@mail.mil.

E-mail must be labeled with the following subject: '161 MSG - 9G Application'

If you have additional questions, please contact Col Ciesielski at 602-302-9399.